

Name		
Address		
City	State	ZIP+4
Phone # (      )	Fax # (      )	
E-mail address		
Company (optional)		

# Tacoma

## Free Contractor Training Registration Form

### Tuesday, October 6, 2009

**Mail copy of this registration form to:**  
**Dept. of Labor & Industries**  
**Attn: Shari Purves-Reiter**  
**PO Box 44400**  
**Olympia WA 98504-4400**

**Please bring a copy of this schedule to the training**

**OR FAX to: 360 902-5292**  
**OR Call: 360 902-6366 or 360-902-4733**

Select one class in each time frame by checking the box.	Time	Room	Course Title	
	7:30 AM	Check-in and networking		
	8:00 AM			
	<input type="checkbox"/>	316	Bidding, Estimating and the Bottom Line	1 Hour
	<input type="checkbox"/>	317	Construction Contracts – What you should know!	55 Minutes
	<input type="checkbox"/>	318	Job Site Safety Setup/ Have You Done Your Weeklies?	
	<input type="checkbox"/>	404	State Taxes – Sales, Use & B&O	
	<input type="checkbox"/>	405	Everything You Wanted to Know About Your L&I Account	
	<input type="checkbox"/>	407	Plumbing Code Training – Part 1**	
	10:00 AM			
	<input type="checkbox"/>	316	Bidding, Estimating and the Bottom Line	2 Hour
	<input type="checkbox"/>	317	Construction Contracts – What you should know!	
	<input type="checkbox"/>	318	Low Impact Development	
	<input type="checkbox"/>	404	State Taxes – Sales, Use & B&O	
	<input type="checkbox"/>	405	Prevailing Wage	
	<input type="checkbox"/>	407	Plumbing Code Training – Part 2***	
	12:00PM	Lunch – on your own		
	1:00pm			
	<input type="checkbox"/>	316	Basic Cash Flow Management - Understand Your Business Financials	
	<input type="checkbox"/>	317	How do I Protect Myself and My Business?	55 Minutes
	<input type="checkbox"/>	318	Overtime and Break periods	
	<input type="checkbox"/>	404	New Contractor Overview	
	<input type="checkbox"/>	405	Get Money Back from L&I – Say It's So!	
	<input type="checkbox"/>	407	Electrical Licensing 101 *	
	2:00PM			
	<input type="checkbox"/>	316	Green Building	1 Hour
	<input type="checkbox"/>	317	Subcontracting: Learn About Common Subcontracting Pitfalls	25 minutes
	<input type="checkbox"/>	318	The Essentials of Small Business Planning	
	<input type="checkbox"/>	404	New Contractor Overview	
	<input type="checkbox"/>	405	This Applies to Me – Small Business, Big Requirements	
	<input type="checkbox"/>	407	Saving Money on Your Unemployment Insurance Costs	
	3:30 PM			
	<input type="checkbox"/>	316	Effective Marketing for Contractors	1 Hour
	<input type="checkbox"/>	317	Hiring an Independent Contractor / Prime Contractor Liability	25 minutes
	<input type="checkbox"/>	318	Managing Claims to Control Your Industrial Insurance Costs	
	<input type="checkbox"/>	405	This Applies to me – Small Business, Big Requirements	
	<input type="checkbox"/>	407	Plumbing Contractors – Certification Requirements*	

- ☐ Please add my E-mail address to L&I List Serve to Receive – Quarterly Update newsletter
- ☐ Please add my E-mail address to the L&I Training Calendar (Bi-monthly e-mail with upcoming training events)
- I learned of this workshop via: ☐ Mailing ☐ Newsletter ☐ Bldg. Assoc. ☐ Website ☐ Gov. Office ☐ Other\_\_\_\_\_

**Training will take place at:**  
**Greater Tacoma Convention**  
**and Trade Center**  
**1500 Broadway**  
**Tacoma, Washington 98402**

- ☐ \*Yes, I want to obtain 4 hours of Plumbing Industry Related CEU Credit which will require attending the two (\*) required classes plus one other for a fee of \$48.00. (Last three (3) time slots)
- ☐ \*\*Yes, I will to attend the Code Training Part 1 for 2 hours of Plumbing Code Continuing Education Credit for a fee of \$24.00.
- ☐ \*\*\*Yes, I will to attend the Code Training Part 2 for 2 hours of Plumbing Code Continuing Education Credit for a fee of \$24.00.
- ☐ I Would like to obtain Department of Ecology Well Driller CE Credits



# Free Training for Construction Contractors

**Where:** Greater Tacoma Convention and Trade Center  
1500 Broadway  
Tacoma, Washington 98402

**When:** Tuesday, October 6, 2009  
Check-in and networking begins at 7:30

**Don't miss out on this great training event! Fax in your registration today!**

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## Course Descriptions and Presenters

**Prevailing Wage** (*Experienced contractor*) – Intents and affidavits on line, completing and filing. Scopes of work and prevailing wage rates – where to find them and how they are set. Certified payroll and other information you need to know when working on a public works project. Presented by Laura Herman, Prevailing Wage Technical Specialist with L&I.

**New Contractor Overview** (*New contractor*) – Information on how to protect your contractor registration status: Model disclosure requirements, advertising as a contractor, exemptions, fraud reporting and violations. Presented by Dennis Yonker, Contractor Compliance Inspector 2 with L&I.

**Everything You wanted to know about your L&I Account** (*New contractor*) - Learn what happens when you open your L&I account. What are risk classes and how are they assigned? Learn how rates are set and adjusted; how claims affect rates; what you can do to control your company's rates; and about the processes for filing your quarterly premium reports. Presented by Adrienne Pitts, Policy Manager, L&I.

**Get Money Back from L&I – Say It's So!** (*Experienced contractor*) - Yes, you can control and reduce your workers' compensation costs, and even get money back through the Retrospective Rating program! Learn tips and tools for your success, including hiring and training the right people for the right jobs; maintaining your accident prevention and safety plans; and appropriate and timely responses after an injury occurs. Find out about benefits, requirements and enrollment options for the Retro program. Presented by Jessica Nau, L&I, Financial Incentives Coordinator and Ann Jarvis, VP of Safety with Associated Builders and Contractors of Western Washington.

**Managing Claims to Control Your Industrial Insurance Costs** (*All contractors*) – Overview of the industrial insurance claims process for the new employer. We will help you understand your rights and responsibilities to protect workers from injury and what the processes are when an employee is hurt. "Light duty" and "return to work" opportunities, communicating with and getting the proper information to the claims manager and protest timelines and information. Presented by: Gary Delozier, Claims Trainer, Labor & Industries.

**Overtime, Break Periods and Deductions** (*Contractors with employees*) – Payment of minimum wage and overtime for hourly, piece rate and other payment methods. Exceptions from overtime, basic worker rights and an overview of the new provision in the Industrial Welfare Act on meal and rest periods for construction companies. Presented by Janis Kerns, Wage and Hour Technical Specialist with L&I

**Hiring "Independent Contractors" in Washington State / Prime Contractor Liability** (*All contractors*) – Learn the distinction between an "independent contractor" and an employee. This course will help you understand when you must meet safety standards, pay workers' compensation premiums, meet wage & hour requirements and pay unemployment insurance. You will also learn about potential liabilities for your Sub-Contractors Workers Compensation premiums. Presented by Steve Benfield of Labor and Industries.

**State Taxes Sales, Use and B&O** (*All contractors*) – Get your questions answered about use taxes, B&O filing and other useful information from the Department of Revenue. Presented by Linda Miller-Baldwin, Tax Payer Information Specialist with DOR's Taxpayer Education Section.

**Bidding, Estimating and the Bottom line** (*New contractors*) - The crucial skills of bidding and estimating – know all the costs to make an accurate bid that will cover labor, supplies, taxes etc., to ensure you have a profit built into each bid. Presented by Joe Ratto, President, J.A. Ratto Company and 35 year construction industry veteran. Mr. Ratto also teaches business management courses for the National Association of Homebuilders, including estimating.

**Saving Money on Your Unemployment Insurance Costs** – Rules and reporting requirements for businesses in Washington state that operate with Washington employees. Overview of how the Unemployment Insurance System works and how laid off workers effect UPI rates assigned. Recent changes to the Unemployment Insurance Tax laws will also be a part of the presentation. Presented by Phyllis Evans, Tax Office Administrator, with the Department of Employment Security.

**The Essentials of Small Business Planning** (*New contractors*) – Practical approaches to small business planning and the importance of a business plan. Information will include key elements of a quality business plan and low or no-cost small business resources to assist you to start, run and grow your construction business. Presented by Joe Freet, Vice Chair, SCORE South Sound Chapter.

**Cash Flow Management - Understand Your Business Financials:** (*All Contractors*) Determine and anticipate the cash flow needs of your business so you don't run out of money. Learn how to use financial statements as a management tool. Presented by Joe Freet, Vice Chair, SCORE South Sound Chapter.

## Course Descriptions and Presenters, continued

**Low Impact Development:** Designed for the small builder, developer or designer, this course is an introduction to *Low Impact Development*. It will answer key questions, including "What's in it for the builder?", "Will it cost more?", and "Where does LID fit in with other stormwater regulations?" You will discuss cost effective LID techniques, which are best for residential lots, and strategies for getting local government approval. Presented by Jodi Slavik, Counsel for the Building Industry Association of Washington who has represented builders on land use and environmental issues for 12 years.

**Green Building – What is it all about?** (*All contractors*) - Learn more about Washington's green building programs and the advantages of going "green". Discover the established rating system that incorporates green building principles from start to finish. Green Building focuses on: energy efficiency; site and water considerations; indoor air quality; and materials selection to provide homes that are less expensive to own and operate, provide greater comfort, durability and are good for the environment. Presented by Jan Rohila, Education Director, BIAW.

**Subcontracting: Learn About Common Subcontracting Pitfalls!** (*Subcontractors*) – Learn about common subcontract terms that generals tend to use to put the subcontractor in a position where it is difficult to win in a dispute. This class will include a review of problematic clauses such as pay-if-paid, change directives, warranties, pass-through claims, etc. and how to deal with these clauses. Never blindly sign a subcontract again. Presented by Sage Linn, Attorney with Linville Law Firm, PLLC.

**How do I Protect Myself and My Business?** (*All contractors*) – Why you should or should not form a corporation, an LLC, a sole proprietorship. Get tips and information on protecting yourself and your business from liability and the tax consequences. Also learn how and when to get a personal guarantee and do a credit check to make sure that your clients will not leave you holding the bag. Presented by Seth Millstein, Attorney with Linville Law Firm PLLC.

**Construction Contracts – What You Should Know!** (*All contractors*) – Learn the benefits and advantages of using written contracts, the necessary and optional provisions and clauses building and remodeling contracts require and when and how to seek legal help. Presented by Sage Linn, Attorney, Linville Law Firm, PLLC.

**Job Site Safety Set-up and Your Weeklies?** (*Contractors with employees*) – Toolbox talks and jobsite inspections – a "how-to" guide for contractors. Review of the basics of how to do weekly jobsite inspections and how to hold toolbox talks. Also, a discussion of online resources for these two activities as well as what has been identified as pertinent to the audit and meeting process. Learn what postings and documentation are required for your job site – for example – site safety plan, required postings, first aid and more. Presented by Randy Guzman, Assistant Safety Director for Associated General Contractors.

**Effective Marketing for Contractors** (*All contractors*) – Learn the differences between "marketing" and "advertising"; communication skills for the business owner; how to develop a business identity and use it effectively in advertising; and the advantages and disadvantages of the various forms of advertising. Presented by Jan Rohila, Education Director of the Building Industry Association of Washington.

**THIS APPLIES TO ME? Small Companies and Big Requirements** (*New Contractors*) -Small companies often wonder what laws, regulations, rulings, and safety programs apply to them. And when they find out, they are often overwhelmed. Even companies that have no employees or just one are often required to provide a safe jobsite and written programs. Find out how to find out what safety programs you are required to have and how you can use the tools available to you to comply, it is easier than you think! Presented by Kris Alberti, Executive Director of the NW Independent Contractors Association. (contact this presenter concerning CEU Credit for this course).

**\*\*Plumbing Code Training – Part 1** – Learn common mistakes, code clarifications and how to save your company time and money. Presented by Bruce Springer, Plumbing Technical Specialist, a 28 year journeyman plumber and 4 year veteran of Labor and Industries.

**\*\*\*Plumbing Code Training – Part 2** – Current code, the UPC and Washington Amendments, highlights of recent code changes. Presented by Bruce Springer, Plumbing Technical Specialist, a 28 year journeyman plumber and 4 year veteran of Labor and Industries.

**\* Electrical Licensing 101** (*All contractors*) - This class will explore the breakfast chat stories about who really can do electrical work, when electrical permits are needed, and is there any such thing as minor work. New permit types, licensing rules, and available on-line services will be discussed. Presented by Mark White, Electrical Inspection Supervisor (Plumber Industry Related CEU Course).

**\*Plumbing Contractors – What You Need to Know** (*All contractors*) – Proof of hours, what are the employer requirements, common causes that generate an audit and what is the difference between a trainee and an apprentice. Presented by Bruce Springer, Plumbing Technical Specialist, a 28 year journeyman plumber and 4 year veteran of Labor and Industries. (Plumbing Industry Related CEU course).

You can send more than one person from your company to this training.  
Just make a copy of the registration form and send one for each person.

Department of Labor and Industries  
Specialty Compliance Services  
Attn: Shari Purves-Reiter  
PO Box 44400  
Olympia WA 98504-4400

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OLYMPIA WA  
PERMIT # 312



## Free Training for Construction Contractors Tacoma, Washington October 6, 2009

- Want to learn how to **save money** on Workers Compensation or Unemployment Premiums?
- Do you need to **update** your Accident Prevention plan?
- Do you have a **written Business Plan**?
- Have you ever wondered whether or not you should **incorporate your business**?

Then this **Free** training event is for you. All of the experts that can answer these questions and many more have been gathered together to bring you **Construction Contractor Training Day**. Twenty-Eight different classes on everything from marketing your business to safety training to customer service issues.

The course has been approved for:

- **Plumbing Continuing Education Credit** – see our website for details and CEU fee.  
<http://www.lni.wa.gov/TradesLicensing/Plumbing/TestCert/ContEd/> OR call 360 902-4666.